

**DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, D.C. 20350-2000**

IN REPLY REFER TO  
1211  
Ser N12/2U0261  
4 Sep 2002

From: Commanding Officer, Navy Manpower Analysis Center  
To: All Ships and Stations (less Marine Corps field addressees  
not having Navy personnel attached)

Subj: PROMULGATION OF MANUAL OF NAVY OFFICER MANPOWER AND  
PERSONNEL CLASSIFICATIONS, NAVPERS 15839I, VOLUME II, THE  
OFFICER DATA CARD OCTOBER 2002

1. The Manual of Navy Officer Manpower and Personnel Classifications is the principal reference manual for interpretation of coded entries on manpower and personnel documents and reports. It is published in two volumes, each issued separately. This volume, Volume II, provides instructions for verification and submission of changes to the Officer Data Card (ODC), NAVPERS 1301/51. Volume II also contains an explanation of the items on the ODC and the means for interpreting codes which are not provided in Volume I.

2. The changes to Volume II of the Manual of Navy Officer Manpower and Personnel Classifications included in Change 15 are effective upon receipt.

3. Requests to have an activity added to the CD-ROM automatic distribution list or revision of the numbers required should include the following information: Standard Navy Distribution List (SNDL) number, Unit Identification Code (UIC), activity name, address, activity acronym, point of contact, code, phone number, number of CDs required, and justification. Activities should mail the request no later than 10 March for April release or 10 September for October release to:

DEPARTMENT OF THE NAVY  
NAVY PERSONNEL COMMAND  
ATTN: PERS 013  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0130

Or for address corrections E-Mail to: [cdrom@spawar.navy.mil](mailto:cdrom@spawar.navy.mil)

4. The BUPERS CD-ROM is distributed quarterly. Changes to this volume are updated semi-annually in April and October. The changes incorporated are listed and summarized beginning on page 2. All changes to Volume II should be coordinated through Commander, Navy Personnel Command (PERS 312G).

J. C. HARVEY, JR.